

JOB HUNTER WORKSHOP SERIES No pre-registration necessary!

Orientation to WorkSource (2 hours)

Jump start your job search. Learn how WorkSource can help along the way.

Choices: Discover (hands-on) how assessing your skills can help you compare your current skills with career options. You will leave with a printed copy of your results.

Finding the Fit: Identify your personality and learning styles and discover how to market them to potential employers looking for someone like you!

Skills and Abilities: Learn new ways to identify your skills and abilities and how to market them to potential employers by creating a 60-second commercial.

The Hidden Job Market: Tips for finding out who's hiring. Find jobs by looking at job search in a different way. Learn (hands on) how the Internet can expand your job search.

Perfecting Applications & Job Search Techniques: Get organized, stay focused and accomplish your goals! Learn effective methods for filling out employment applications – both on paper and online.

Resumes: Learn what makes a good resume and how it can set you apart from the competition. Computer lab time to create or refine resume and hints about posting your resume online or submitting it via e-mail. **(Suggestion: Take Skills & Abilities first)**

Interviewing Techniques (8 a.m. to 3 p.m. with 1/2-hour break for lunch)

Are certain interview questions hard for you? Do you have trouble tooting your own horn? Are there events in your employment or personal history that might raise red flags with potential employers? Do interviews just plain make you nervous? Join us for a comprehensive workshop that will cover this and much more! There will be plenty of time for practice, answers to questions and we'll even conduct video-taped mock interviews. **(Please dress for an interview)**

Conflict Resolution: Getting a job is the first step. Keeping it is the next step. Come learn how to better handle conflict on the job and stay employed!

NETWORKING OPPORTUNITY

Leads and Needs Networking Group (1 hour) Tuesdays, 1 to 2 p.m., Rm. 6

Job leads, resources and support for job seekers. Presented by Clearview Employment Services.

WORKFORCE INVESTMENT ACT (WIA) ELIGIBILITY SESSIONS

WIA can help you with career assessments, enhanced job search activities, support services or even tuition assistance for short term or long term training. Come see if you are eligible!

ASSESSMENT & ENRICHMENT

LearnKey (in the Resource Room, on select computers, every day)

Try this self-paced computer-based tutorial to improve your knowledge and skills with the entire Microsoft Office suite - Word, Excel, PowerPoint, Access and Outlook. Sight, sound and hands-on interactive exercises for all levels, beginner to expert.

Career Assessment - Drop in on Thursdays, 8 a.m. to 4:30 p.m., Room 1

SelectFit—A comprehensive profile of your strengths and preferred work environment and matches you to careers you would enjoy (allow for 1.5 to 2-hours)

eSkill— Get clerical, typing, grammar and other test results to prove you are as good as you say you are (allow 45 min. to 1 hour for testing)



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WORKSOURCE IS AN EQUAL
OPPORTUNITY EMPLOYER AND
PROVIDER OF EMPLOYMENT
AND TRAINING SERVICES.
AUXILIARY AIDS AND SERVICES
ARE AVAILABLE UPON REQUEST
TO PERSONS OF DISABILITY